

## SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: [corry.slama@azdema.gov](mailto:corry.slama@azdema.gov) or [brenda.black@azdema.gov](mailto:brenda.black@azdema.gov)

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| Entire document MUST be completed  |                         |
| <b>Section 1</b>   |                         |
| Requesting Agency: Department of Emergency and Military Affairs  |                         |
| Vendor: Test Marc  | Estimated Cost: \$5,500 |
| <b>Section 2</b>   |                         |
| Brief description of materials or services: Engineer/ instructor/ vendor to provide instruction and instructional materials to teach two one-day classes on energy retro-commissioning of Government Buildings - specific to the Army National Guard.  |                         |
| <b>Section 3</b>   |                         |
| Briefly describe why this procurement is Sole Source and why there is only a single source available: TestMarc is the only known vendor who offers this very specific type training and has provided similar training / instruction for the US Department of Energy and the Army National Guard. TestMarc teaches this class specific to the types of military facilities used by the Army National Guard. Due to DEMA's successful retro-commissioning program with their buildings, National Guard Bureau has given specific funding to DEMA to work with TestMarc for the specific developed retro-commissioning training. Test Marc is the only known vendor who can provide the training needed within the allotted required. All training will be held the last week of January 2009, with a second session following in the first week of February 2009. Two sessions are required to accommodate the number of National Guard technicians and energy engineers who will be attending. Both sessions will be taught for one fixed price, as quoted by vendor, which includes all travel expenses as well as teaching materials. This training for DEMA will be useful for other Arizona Agencies – which DEMA is preparing on behalf of the Governor's request. |                         |
| Duration of this Sole Source procurement: Two months   |                         |
| Briefly describe the efforts made to seek other sources: No other sources were found on the world wide web or specifically at other conferences relating to this type of training. In addition TestMarc was the only vendor recommended by the US Dept of Energy and the Army National Guard   |                         |

Send comments to the following individual:

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| <b>Requesting Agency Contact Information</b> |   |
| Procurement Officer: Karie Ingles, CPPB      |   |
| Phone Number: 602.267.2511                   | Email Address: <a href="mailto:karie.ingles@azdema.gov">karie.ingles@azdema.gov</a> |

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| <b>State Procurement Website Posting Information</b>   |                       |
| R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days. |                       |
| Date Posted: 11/26/08  | Date Closed: 12/04/08 |